The guardian of these two students would like to make an online payment of $5 to Adalberto and $7 to Hyacinth. He logs into Family Access and selects the Food Service tab. Then he selects the Make a Payment link. While there must be two separate payment items for these two student payors, it is ok to select the Make a Payment link on either student – it will bring up the same screen either way.

The Single Point of Entry Interface appears. First we will enter the $5 payment for Adalberto. Click the Update Payment Amount button

Enter $5 and click the Update Cart button.

Update Food Service Payment Amount　◀ Back

Update Food Service Payment For Adalberto N Pakelescr

Prior Year Balance:	0.00
+ YTD Payments:	0.00
+ Pending Payments:	0.00
- YTD Purchases:	0.00
Current Balance:	0.00
* Payment Amount:	5.00

Update Cart

Asterisk (*) denotes a required field

$5 is now showing in Adalberto's Food Service Payment field.

To add the $7 payment to Hyacinth, click the Update Payment Amount button next to Hyacinth's "Food Service Payment" field.

Online Payment Entry - Single Point of Entry Interface　◀ Back

Online Payment Entry for User: PAKELESCR, CHUNG J

Online Payment Vendor: RevTrak Food ▾　Pay with Vendor　Empty Cart

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Pakelescr, Adalberto N　　　Total Payment PAKELADA000: 5.00

Food Service Payment:	5.00	Update Payment Amount　Clear Items	Balance: 0.00
Fee Management Payment:	0.00	Update Payment Amount　Clear Items	Balance: 6,050.00

Pakelescr, Hyacinth M　　　Total Payment PAKELHYA000: 0.00

Food Service Payment:	0.00	Update Payment Amount　Clear Items	Balance: 0.00
Fee Management Payment:	0.00	Update Payment Amount　Clear Items	Balance: 12,000.00

Total Payment Amount for all Students: 5.00

Enter $7 as the payment amount and click the Update Cart button.

Update Food Service Payment Amount ◀ Back

Update Food Service Payment For Hyacinth M Pakelescr

Prior Year Balance:	0.00
+ YTD Payments:	0.00
- YTD Purchases:	0.00
Current Balance:	0.00
* Payment Amount:	7.00

Update Cart

Asterisk (*) denotes a required field

Now both Adalberto and Hyacinth have a Food Service payment amount. Adalberto has $5 and Hyacinth has $7. Click the Pay with Vendor button.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: PAKELESCR, CHUNG J

Online Payment Vendor: RevTrak Food   Pay with Vendor   Empty Cart

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Pakelescr, Adalberto N

		Total Payment PAKELADA000:	5.00	
Food Service Payment:	5.00	Update Payment Amount	Clear Items	Balance: 0.00
Fee Management Payment:	0.00	Update Payment Amount	Clear Items	Balance: 6,050.00

Pakelescr, Hyacinth M

		Total Payment PAKELHYA000:	7.00	
Food Service Payment:	7.00	Update Payment Amount	Clear Items	Balance: 0.00
Fee Management Payment:	0.00	Update Payment Amount	Clear Items	Balance: 12,000.00

Total Payment Amount for all Students: 12.00

When brought to the online payment vendor's shopping cart screen (test example of a shopping cart shown below), the guardian should see two separate food service payment items, each with the respective name of the customer who will be receiving the particular payment. Complete the payment process.

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1).

To continue shopping click here: [Continue Shopping]

Items:	Price	Qty	Total	Remove
Skyward Food_100 Skyward Food Service Payment For: Adalberto Pakelescr (601079)	$5.00	1	$5.00	❌
Skyward Food_100 Skyward Food Service Payment For: Hyacinth Pakelescr (601080)	$7.00	1	$7.00	❌
			Total: $12.00	

[EMPTY]   [← CONTINUE SHOPPING]   [GO TO CHECKOUT →]

Note: Make me pay

*Set the Quantity field to zero (0) to remove an item from your cart.
Remember to click the "Update Totals" button if you modify quantities.
When you are ready for Step 2, click the "Go to Checkout" button.

Two new payments have been added, one that applies to Adalberto's account and one that applies to Hyacinth's account.

Return to Family Access and the two payments are reflected in the students' new balances.